

12.47 kV SYSTEM: SWITCHING IN COORDINATION WITH THE UNIVERSITY OF CALIFORNIA, BERKELEY

OPERATING PROCEDURE

APPLICATION

Switching within the LBNL 12.47 kV system in conjunction with the University of California, Berkeley (UCB). This procedure is part of the operations manual for the 12.47 kV power system. See ADMN-056 for an overview of the manual's contents, including related procedures.

SPECIAL INSTRUCTIONS

- Any Facilities personnel performing this procedure must be familiar with the operating and information procedures regarding this system.
- Equipment Required:
 - LBNL locks and tags; UCB switchman with UCB locks and tags must participate.
 - Appropriate personal protective equipment (PPE) as required by LBNL OPER-253

WORK STEPS

1. When Grizzly Substation and UC Hill Area Substation switchgear are tied together through two 12.47 kV tie lines, contact UCB in advance when switching is required at any switching station. Arrange for a UCB switchman to participate in switching. Call UCB, (510) 642-1032/(510) 642-6556.
2. Examine the LBNL and/or UCB switching tags to be used and ensure that they meet the specifications described in OPER-253: 12.47 KV System: Overview & General Operations.
3. Qualified LBNL personnel and a UCB switchman must be present in the Grizzly substation during all switching or testing that involves both parties. (Qualified LBNL personnel are Facilities Electrical Engineering and Electric Shop supervision and those electricians who have been instructed, trained, and certified to perform certain tasks on the 12.47 kV system.)
4. Lock and tag out the equipment being switched per OPER-045, Lockout/Tagout. In addition, UCB personnel must place UCB locks and tags on the same equipment.
5. Perform switching, testing, or other work as required.
6. Remove lockout/tagout per OPER-045, Lockout/Tagout. UCB switchman must remove UCB locks and tags.
7. Notify UCB that switching is complete: (510) 642-1032/(510) 642-6556.
8. Resume normal operations. Complete log.

REFERENCES

1. ADMN-056, 12.47kV System: Operations Manual
2. OPER-253, Overview and General Operations
3. OPER-045, Lockout/Tagout

RESPONSIBILITIES AND CONTROLS

Completion of the following signature lines constitutes approval of this procedure:

| REV NO. | SME | REVIEWED BY | APPROVED BY / DATE | REVISION DATE |
|---------|---------------------------------------|---|--|---------------|
| 3 | <i>James Murphy</i> Elec Shop Sopy | <i>Lawrence D. Domansey</i> Chief Elec Eng | <i>Denits Nielsen</i> 5/30/07 Plant Ops Mgr | 4/27/07 |
| | <i>James Murphy</i> (Print Name) | <i>Lawrence D. Domansey</i> (Print Name) | <i>DENITS NIELSEN</i> (Print Name) | OPER-257 |